

DEPUTY FIRE CHIEF

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a highly responsible administrative and supervisory position, the primary duty of which is the oversight and management of departmental operations under the direction of the Fire Chief. An employee of this class performs the duties of the Fire Chief in the Chief's absence. The Deputy Fire Chief responds to emergency calls and directs emergency scene activities including emergency medical services operations. The incumbent of this class assists the Fire Chief with the supervision and training of fire department personnel, and provides for the care and maintenance of department equipment, vehicles and property. The Deputy Fire Chief works with a high degree of independence, reporting to and having work reviewed by the Fire Chief. The class of Deputy Fire Chief ranks directly below that of the class of Fire Chief.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Performs the duties of the Fire Chief in the Chief's absence. Assists the Fire Chief in setting management goals, objectives, and policies for the department including various functions or divisions. Determines how the department should be organized, including the number of operating units and distribution of such units. Plans and organizes the departmental personnel, equipment and apparatus. Participates in the research and planning for programs and activities of the department. Keeps informed on modern fire fighting and administrative methods and local trends that may affect the fire service. Monitors and evaluates local conditions which may become fire or safety hazards.

Oversees scheduling of personnel, assignment of duty areas and approving leave. Oversees and evaluates the work performance of department employees. Discusses work performance with subordinates and superiors, and provides assistance in technical areas of work. Inspects the appearance of assigned equipment and subordinate personnel. Delegates authority to subordinates for the more effective operation of the department when such delegation is allowed by law. Assists in maintaining discipline by counseling employees who are experiencing work problems, by meeting and working with employee groups, or by taking any other action deemed necessary. Investigates all complaints and accidents involving department equipment or personnel and makes recommendations on actions to be taken to avoid future accidents or complaints.

Assists the Fire Chief in the management of the funds and assets of the fire department. Assists in the preparation of the departmental operating budget by helping to compile and organize the necessary data. Assists in preparing expenditure estimates. Authorizes the expenditure of funds, making sure that such expenditures are in accordance with the budget. Prepares payroll records. Assists the Fire Chief in writing requests for grants or other special funds to aid in the operation of the fire service.

Provides for the maintenance of all departmental records such as personnel records, records of activity, and inventory records, or any others which may be required. Assists the Fire Chief in making decisions concerning what information should be included in all records of the department and determines in what form this information should be kept. Supervises preparation and maintenance of the records and reports of the department by reviewing records completed by subordinates and by periodically inspecting systems and facilities for keeping the records.

Responds to all emergency calls for which the department is answerable and supervises subordinate employees at the scene of an emergency in areas such as fighting fire, containing hazardous materials, rescuing persons from life threatening situations, providing emergency medical assistance, performing salvage work during the fire and overhauling after the fire. Performs size-up, and directs operations in different areas as needed. Assists with safety procedures at the scene of a fire or emergency. Secures the fire scene to prevent the removal or damage of evidence of suspected arson. Investigates the causes, origins, and circumstances of fires occurring within the jurisdiction. Assists arson investigation personnel who take charge of evidence of suspected arson and investigation of arson fires. Testifies in court when required.

Assists the Fire Chief in developing a personnel recruitment and selection program, interviews and recommends prospective employees for hire. Oversees the development of a training program for the department, and sees that such program is properly staffed and supplied with the appropriate resources. Performs informal or "on-the-job" training for new employees. Oversees and performs various aspects of employee formal training in the classroom or drills and evolutions, including training in firefighting and rescue operations; safety; hazardous materials operations; driving and operating fire apparatus; and the use of equipment, tools, and breathing apparatus.

Oversees the general care and maintenance of department vehicles, fire fighting apparatus, stations, and grounds. Directs the testing of department equipment to ensure all standards are met. Arranges for needed repairs and inspects equipment after repairs to check that repairs were properly accomplished. Assists in the preparation and writing of specifications for new fire department equipment. Makes recommendations on major purchases for the department. Assists the Fire Chief in maintaining the inventory

of department supplies and equipment. Orders and distributes department supplies and equipment.

Works boards or agencies whose rules and operations affect the careers of fire department employees or the work of the fire department. Coordinates the work of the department with related federal, state, and local agencies, releasing information and giving assistance when needed. Studies new laws, regulations, ordinances, and court rulings relating to fire department operations to determine if changes in department policies and procedures are needed.

Informs the public about the work of the fire department by means of talks, demonstrations, or distribution of literature to schools, civic groups, or any other citizens. Coordinates special projects related to public relations or the image of the fire department.

Performs related duties as assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States, and of legal age.

After offer of promotion, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must possess a valid driver's license.

Must be a regular and permanent employee in the class of Fire Captain for at least three(3) years immediately preceding closing date for application to the board.

Must possess certification as a First Responder.